

COA Executive Committee Meeting

November 12, 2020 via City's WebEx @ 2:00 p.m.

Meeting called to order @ 2:08 p.m. by Chair, Marsha Stone

COA Members Present: Marsha Stone, Pat Jordan, Peg Saulnier, Janice Colbert

Staff present: Hope Macary, MaryAnn Socquet

Absent with regrets: None

This is the COA's first meeting via WebEx; discussion took place regarding how to locate some of the familiar functions that were used on Zoom.

Secretary: Minutes of the October 15, 2020 meeting were distributed prior to the meeting.

and were approved by the executive committee.

Treasurer: Pat Jordan reported petty cash is in balance.

Director's Report: Hope Macary reported she has talked with the Board of Health and we are able to remain open based on our existing procedures; no new inside programs will be allowed. We are the only Senior Center for miles that is open.

PROGRAM INFO:

- Brown Bag is steady.
- Grab N Go still remains between 50-60 members. The Thanksgiving Lunch is scheduled for Monday, November 23, 2020 and Hope indicated it's a very nice meal. The attendance will be larger than normal.
- Curb Side pickup is well attended. Seniors do get confused as to what they are picking up, as everything is done this way. Most members and occupants of the car wear the required masks. The first time you show up without a mask, you are giving your meal and a request that going forward, no mask, you will need to pull up to a different area, your meal, protein box or brown bag item will be placed on a bench and you will have to get out and pick it up. It is explained to them that the rules are not made by us; we only enforce them in order to protect our volunteers and everyone who participates in any of these programs. Everyone in a vehicle over the age of 5 must wear a mask per Governor Baker.
- Protein Box – there is one box to be distributed. It is expected after Thanksgiving and before the end of the year, no one knows when to expect them. This will be a 30 lb. box and may or may not contain protein. Hope has ordered 50 boxes which will be opened and members will be notified via a pre-recorded robo call and asked to bring their own bag, and pick out the items they needed. Not knowing what will be in this box, the decision to what members get will be

determined when the boxes are received at the Senior Center. LifePath; Commonwealth of Ma and the Federal Government are all involved in putting this program together.

- The December 2020 Newsletter will be late as Hope needed to talk with the Board of Health to make sure we were going to stay open or close.
- The Senior Tax Write-off program will end the day before Thanksgiving. Five members have completed it and there are 7 to go.
- The volunteer staff at the front desk will be on leave from Thanksgiving for two weeks. This will insure their safety and the safety of the staff, without getting into how anyone is spending this holiday. The Senior Center will be open; the staff will be able to take care of it.
- Shine: Should you need assistance, please call Shine to make an appointment; leave a message and they will return your call. Hope suggests members log into Medicare.gov and start looking it over so you will know what information you need and questions you may have to answer.
- Janice Colbert asked why there is a deficit in line item 9110 -9002 (part time payroll). MaryAnn Socquet indicated she was the only part time employee and the grant is normally not received until February. Hope indicated this is the only line item the City allows to operate in a deficit; MaryAnn's payroll comes from the Grant as does a part of Kathy's and Hopes.
- Anyone wishing to learn more about WebEx, please contact Hope Macary.

Old Business: None

New Business:

- The COA Board Meeting will be on Thursday, November 19, 2020 @ 2:00 via WebEx. It was suggested that the link to WebEx be put in the body of the email and not on the agenda page as it was for this meeting. Previously the link was on the email page.
- Agenda for the 11/22/2020 meeting will include Age Friendly Community; December meetings and update on committees. Hope has sent an email this week to the board with regard to Age Friendly Communities and would like to take 10 minutes to briefly discuss it.

Meeting Adjourned: 2:43 p.m.

Respectfully submitted,

Margaret (Peg) Saulnier, Secretary